## Spouse Education and Career Opportunities

### **SECO Outreach Catalog**









October 2014

### **TABLE OF CONTENTS** | SECO Outreach Catalog

Introduction				
Frequently Asked Questions	6			
Spouse Education and Career				
Opportunities Program Overview	8			
Spouse Education and Career Opportunities — Program Overview	9			
Spouse Education and Career Opportunities Career Counselors — Overview				
MySECO Overview				
My Career Advancement Account Scholarship — Helping Spouses				
Reach Career Goals	10			
Military Spouse Employment Partnership — Connecting Talented Military Spouses to Committed Employers	11			
Spouse Ambassador Network				
What is SECO?				
Career Exploration	13			
Spouse Education and Career Opportunities Career Counselors — Overview	14			
Are you a military spouse looking for career guidance?	14			
Occupational Group Summaries (22)	15			
MySECO Website Basics	16			
MySECO Overview	17			
Build an individual Career Plan	17			
Creating a DS Logon Account	18			
How do I search for scholarships?	18			
How do I research occupations?				
How do I build my resume?				
How do I access MySECO using DS Logon?				
How do I import my LinkedIn profile?	20			

### TABLE OF CONTENTS SECO Outreach Catalog

Education, Training and Licensing	21
My Career Advancement Account Scholarship — Helping Spouses Reach Career Goals	22
How to Avoid Common Pitfalls with MyCAA	22
The Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success	23
Military Spouse Employment Partnership — Seek a Mentor	23
Employment Readiness	24
Finding and Understanding Employee Benefits	25
Understanding the Job Search Process	
Job Search Quick Tips	
The Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success	26
Spouse Ambassador Network	27
SECO Support for Transitioning Spouses	27
SECO Support for Caregivers	28
Career Connections	29
Community-Collaboration-Careers: MSEP Enduring Partner Booklet	30
Community-Collaboration-Careers: MSEP Potential Partner Booklet	30
Military Spouse Employment Partnership — Connecting Talented Military	
Spouses to Committed Employers	
MSEP Partner Commitments and Expectations	
Why Hire a Military Spouse?	
How to Get Started — Application Process  The Benefits of Being an MSEP Partner	
THE DELICITION OF DELITY ATT PIDER FAITHEL	33
Spouse Education and Career Opportunities Program Materials for Outreach	21
What is SECO? U.S. Army	35

### TABLE OF CONTENTS | SECO Outreach Catalog

	What is SECO? U.S. Marine Corps	35
	What is SECO? U.S. Navy	36
	What is SECO? U.S. Air Force	36
	Social Media Summary	37
	SECO Advertisement	37
	SECO Two-pocket Folder	38
	SECO Outreach Card	38
	Spouse Education and Career Opportunities — Learn — Advance — Succeed	39
_	areer Advancement Account larship Materials for Schools	10
	Want to be a MyCAA School?	41
	Introduction to MyCAA	.41
	MyCAA — New School Orientation Recap	42
	ary Spouse Employment Partnership cam Materials for Partners	43
	MSEP Communication Channels	44
	MSEP Spouse Testimonial for Mentoring and Leadership	44
	Leading Practices for Identifying and Supporting Military Spouses	
	Military Spouse Employment Partnership Spouse Testimonial	
	Spouse Ambassador Network	46
	MSEP partner window cling	46

### Introduction

The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide and offers comprehensive information, tools and resources to support career exploration, education, training and licensing, employment readiness and career connections. This catalog spotlights the SECO education and outreach materials currently available to military spouses and service providers who may support spouses in achieving their education and career goals.

#### **Catalog benefits**

- Learn about the SECO program and services such as the Military OneSource SECO Career Center, the Military Spouse Employment Partnership and the My Career Advancement Account Scholarship and connecting with installation employment readiness programs.
- Find out how certified SECO Career Counselors can assist military spouses in identifying aptitudes
  and interests, exploring education options and identifying licensing or credentialing options. Also,
  learn about how they can connect spouses with corporations, government organizations and
  nonprofits, and prepare them to join or reenter the workforce.
- Discover how to access the MySECO website, create a profile, develop a MyICP, or individual career plan, and explore the more than 200 articles, tools and resources that support education and career goals.
- Learn about the basics of the MyCAA Scholarship and the eligibility requirements, what MyCAA will and will not pay for and how to start the process of setting up a MyCAA Account.
- Learn about the Military Spouse Employment Partnership and its assistance to partner employers looking to hire, recruit, retain and promote military spouses in portable career fields.
- Find out about the Spouse Ambassador Network and its support in the job search process, career development efforts and expanding spouse networks, especially in communities where military spouses live and work.

### **Frequently Asked Questions**

#### What is the SECO Outreach Catalog?

• The catalog lists all the SECO outreach and education materials and provides summary information on each product so users can quickly find and download the materials they need.

#### How do you download the different materials?

 The products within the catalog are linked to PDF files stored on the MySECO website. Click on the product URL and the product PDF will open in a Web browser. You can then save or print the product.

#### How can I provide feedback on the SECO products?

- We take your feedback very seriously to ensure we are providing the best services possible. You
  can provide feedback when talking to a SECO Career Counselor at 800-342-9647 or online in the
  following ways:
  - Click on the 'Feedback' button located at the bottom of each page of the catalog
  - Click on the 'Feedback' button located on the side of each Web page of MySECO
- We also encourage users to comment on the SECO program and provide suggestions using the 'SECO Satisfaction' tool on the MySECO website, also found on the side of each Web page.

#### How can I contact a certified SECO Career Counselor?

• Certified SECO Career Counselors are available by calling 800-342-9647, Monday through Friday from 7 a.m. until 10 p.m. EST and Saturday from 10 a.m. until 5 p.m.

#### How can I contact the closest installation employment readiness service provider?

 The installation employment readiness staffs are part of the Family Readiness System with offices at installations. To find the Spouse Education, Training and Careers office at your installation, visit MilitaryINSTALLATIONS.

## What are the differences among MySECO, My Career Advancement Account Scholarship, Military Spouse Employment Partnership Career Portal and Military OneSource websites?

All four sites provide information and resources to support military spouses as they pursue their
education and career goals. The difference is in the additional audiences that each site can
support and how it addresses the needs of each audience.

Website	Audience(s)	Support		
MySECO	Military spouses Service providers	Provides access to information, tools and resources to support spouses' career exploration, education, training and licensing, employment readiness and career exploration needs, and supports the development of an individual career plan, resume building, scholarship and funding searches, occupation exploration and more		
МуСАА	Eligible military spouses* MyCAA schools and institutions	Provides up to \$4,000 of tuition assistance for spouses pursuing an associate degree, license or certification in a portable career field or occupation  Provides the eligibility requirements and resources for schools and institutions wanting to become MyCAA schools		
*Spouses of active-duty, National Guard and Reserve Component service members in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders				
MSEP Career Portal	Military spouses MSEP partners Potential partners	Allows spouses to set up a personalized account, build a resume, search for available positions and link to an MSEP partner's website to apply for jobs online  Provides existing partners with access to a variety of partner-specific resources and tools  Provides potential partners with information about MSEP and the ability to start the application process to join the partnership		
Military OneSource	Military spouses Service members Service providers All other stakeholders	Provides policy and programmatic information, helpful resources, products, articles and tips on numerous military life topics. It is the gateway to the Military OneSource social media hub, non-medical and specialty counseling and resources to all those who serve and support military families		



### Spouse Education and Career Opportunities Program Overview

The SECO Program Overview bundle provides information on the SECO program and its efforts to strengthen the education and career opportunities of military spouses worldwide. The program offers comprehensive information, tools and resources to support career exploration, education, training and licensing, employment readiness and career connections. Materials in the bundle spotlight eligibility, services and access, as an overview of the major program components.

#### **SECO Program Overview Bundle**

- 1. Spouse Education and Career Opportunities Program Overview (Fact Sheet)
- 2. Spouse Education and Career Opportunities Career Counselor Overview (Fact Sheet)
- 3. MySECO Overview (Flier)
- 4. My Career Advancement Account Scholarship Helping Spouses Reach Career Goals (Fact Sheet)
- 5. Military Spouse Employment Partnership Connecting Talented Military Spouses to Committed Employers (Fact Sheet)
- 6. Spouse Ambassador Network (Fact Sheet)
- 7. What is SECO? (Flier)

### Spouse Education and Career Opportunities — Program Overview

Synopsis: This fact sheet highlights the key components of the SECO program including the following: Military OneSource Career Center, the Military Spouse Employment Partnership, the My Career Advancement Account Scholarship and the MySECO website. The Community Connections section provides contact information for installation-based programs and services designed to support education and career progression. The Connect with Us section lists all the top SECO-related social media sites so that spouses can stay connected.

Number of pages: 2

Date published: March 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_Overview/SECO-

Program-Overview.pdf



### **Spouse Education and Career Opportunities Career Counselors — Overview**

Synopsis: This fact sheet spotlights how certified SECO Career Counselors can assist military spouses in achieving their education and career goals. Counselors support spouses' career exploration, developing an individual career plan, counseling on career and education needs, researching education options and identifying licensing and credentialing options.

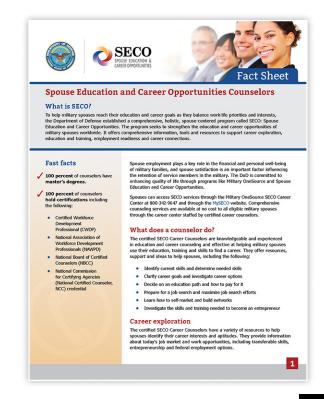
Number of pages: 2

Date published: April 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_Overview/SECO-

Career-Counselors-Overview.pdf



#### **MySECO Overview**

Synopsis: This flier provides an at-a-glance overview of the site and where to find all the key features, resources, tools and information on MySECO.

Number of pages: 2

Date published: June 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_

Overview/MySECO-Overview.pdf



### My Career Advancement Account ScholarshipHelping Spouses Reach Career Goals

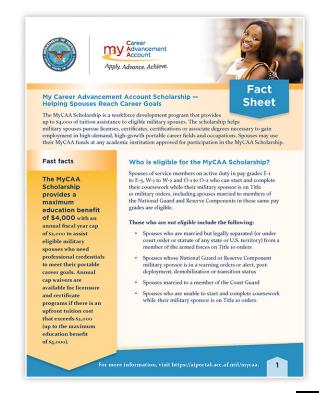
Synopsis: This fact sheet highlights fast facts about the benefits of the MyCAA Scholarship and basic program criteria, such as eligibility requirements or the types of education and training programs MyCAA will or will not pay for, and provides information on establishing a MyCAA Account.

Number of pages: 3

Date published: June 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_Overview/MyCAA-Helping-Spouses-Reach-Career-Goals.pdf



## Military Spouse Employment Partnership — Connecting Talented Military Spouses to Committed Employers

Synopsis: This fact sheet highlights the value of MSEP for spouses and partners alike. Partners gain access to valuable talent, convenient solutions for connecting with spouses, as well as recognition, networking and partner development opportunities. Spouses use MSEP to find and maintain meaningful employment and can stay connected to opportunities via social media.

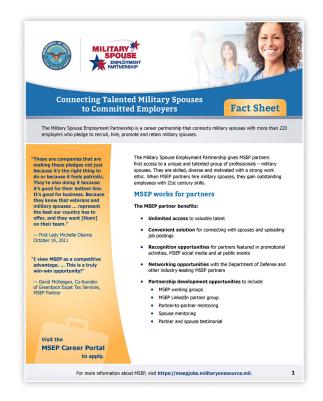
Number of pages: 2

Date published: February 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/ Media/Default/Collaterals\_Catalog/Program\_Overview/ MSEP-Connecting-Talented-Military-Spouses-to-

Committed-Employers.pdf



#### **Spouse Ambassador Network**

Synopsis: This fact sheet provides a general overview of the Spouse Ambassador Network, key highlights, a snapshot of the MSEP partners involved and resources to find out more.

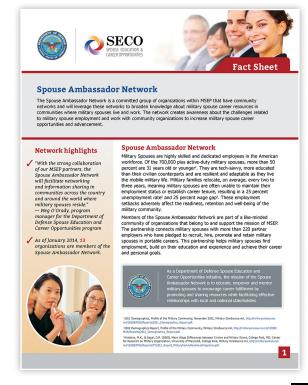
Number of pages: 2

Date published: February 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_Overview/Spouse-Ambassader Network add

Ambassador-Network.pdf



#### What is SECO?

Synopsis: This flier highlights the four stages of the SECO career lifecycle: career exploration, education, training and licensing, employment readiness and career connections. It details the SECO programs and services that support each stage. Program access, eligibility and contact information are also included.

Number of pages: 1

Date published: September 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_Overview/What-is-SECO.pdf





### Career Exploration

The Career Exploration bundle provides information to support spouses in career paths that match their interests, skills, abilities and goals, as well as keeps pace with their mobile military life. Spotlighting certified SECO Career Counselors, the bundle explains how counselors assist spouses in identifying their career interests and aptitudes and finding out more about today's job market and work opportunities, including transferable skills, entrepreneurship and federal employment options. Twenty-two occupational group summaries assist spouses in considering new or different paths as they pursue their education and career options.

#### **Career Exploration Bundle**

- 1. Spouse Education and Career Opportunities Career Counselors Overview (Fact Sheet)
- 2. Are you a military spouse looking for career guidance? (Flier)
- 3. Occupational Group Summaries (Info Sheet)
- 4. Occupational Group Summaries URL Listing (Info Sheet)

### Spouse Education and Career Opportunities Career Counselors — Overview

Synopsis: This fact sheet highlights the roles of certified SECO Career Counselors in assisting military spouses in achieving their education and career goals. The fact sheet lists ways that counselors are able to assist spouses including career exploration, developing an individual career plan, counseling on career and education needs, researching education options and identifying licensing and credentialing options.

Number of pages: 2

Date published: April 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/ Media/Default/Collaterals\_Catalog/Career\_Exploration/

SECO-Career-Counselors-Overview.pdf



### Are you a military spouse looking for career guidance?

Synopsis: This flier highlights the career counseling resources provided through the SECO program. Certified career counselors guide spouses through career exploration, education, training and licensing, employment readiness and career connections. Counselor contact information and the MySECO website information are provided.

Number of pages: 1

Date published: August 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Career\_Exploration/Are-you-a-military-spouse-looking-for-career-guidance.pdf



#### **Occupational Group Summaries (22)**

Synopsis: This set of Occupational Group Summaries targets 22 separate career fields and provides descriptions and quick facts for each. Key Department of Labor information is included such as current job availability, projected growth and wage information. Summaries also feature education requirements, on-the-job training and median pay for the top five occupations in demand within each career field. On the back, see how SECO can support a career in this occupational group. Discover which MSEP partners have opportunities in the field or what licensing or education support is available. Also, learn how certified SECO Career Counselors can assist in developing an individual career plan based on the occupational field choices.

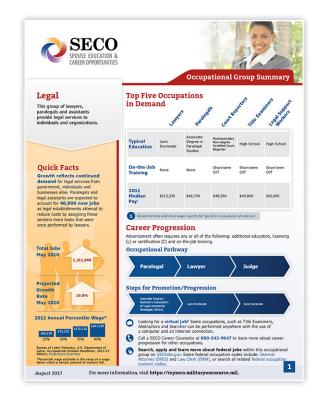
Number of pages: 2

Date published: August 2013

Type: Info Sheet

URL: Each individual link is represented below

- Architecture and Engineering
- 2. Arts, Design, Entertainment Sports and Media
- 3. Building and Grounds Cleaning and Maintenance
- 4. Business and Financial Operations
- 5. Community and Social Service
- 6. Computer and Mathematical
- 7. Construction and Extraction
- 8. Education, Training and Library
- 9. Farming, Fishing, Forestry
- 10. Food Preparation and Serving
- 11. Health Care Practitioners and Technical Occupations



- 12. Health Care Support
- 13. Installation, Maintenance and Repair
- 14. Legal
- 15. Life, Physical and Social Science
- 16. Management
- 17. Office and Administrative Support
- 18. Personal Care and Service
- 19. Production
- 20. Protective Service
- 21. Sales
- 22. Transportation and Material Moving



### **MySECO** Website Basics

The MySECO Website Basics bundle provides information on MySECO, an online community giving spouses 24/7 access to education and career information, resources, tools and assessments. MySECO allows spouses to explore their interests, skills, passions and personality types, culminating in expert education and career guidance. MySECO enables spouses to create an individual career plan using the MyICP Wizard, which produces an interactive career plan containing customized tools, resources and activities to assist spouses in planning and meeting their career and education goals. The bundle highlights essential step-by-step guides to assist users with accessing and using all the MySECO features and functionalities.

#### **MySECO Website Basics Bundle**

- 1. MySECO Overview (Flier)
- 2. Build an Individual Career Plan (Quick Start Guide)
- 3. Creating a DS Logon Account (Quick Start Guide)
- 4. How do I search for scholarships? (Info Sheet)
- 5. How do I research occupations? (Info Sheet)
- 6. How do I build my resume? (Info Sheet)
- 7. How do I access MySECO using DS Logon? (Info Sheet)
- 8. How do I import my LinkedIn profile? (Info Sheet)

#### **MySECO Overview**

Synopsis: This flier provides an at-a-glance overview of the site and where to find all the key features, resources, tools and information on MySECO.

Number of pages: 2

Date published: June 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_

Basics/MySECO-Overview.pdf



#### **Build an individual Career Plan**

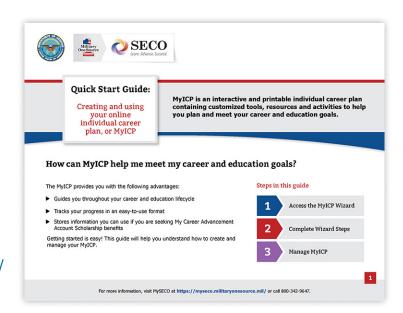
Synopsis: This quick start guide provides instructions on accessing the MyICP Wizard and creating and managing an individual career plan. The guide includes instructions for selecting a plan, understanding the career path and activity lists and following the progress widget.

Number of pages: 8

Date published: June 2014

Type: Quick Start Guide

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_Basics/Build-an-individual-Career-Plan.pdf



#### **Creating a DS Logon Account**

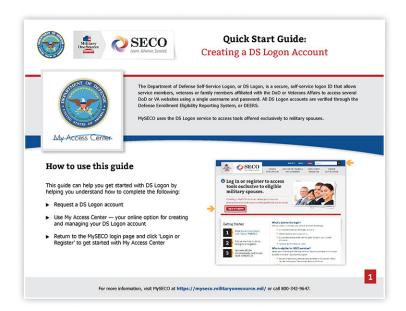
Synopsis: This quick start guide provides detailed instructions regarding eligibility requirements for obtaining a DS Logon account, the steps to take to create DS Logon account, logging in to MySECO with a DS Logon and associating the MySECO account with other DS Logon accounts.

Number of pages: 4

Date published: June 2014

Type: Quick Start Guide

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_Basics/Creating-a-DS-Logon-Account.pdf



#### How do I search for scholarships?

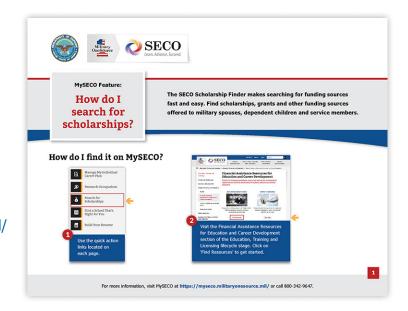
Synopsis: This info sheet shows two ways to locate the Scholarship Finder on MySECO, lists the steps to conduct a scholarship search and shows a sample of the information provided.

Number of pages: 2

Date published: August 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_Basics/How-do-I-search-for-scholarships.pdf



#### **How do I research occupations?**

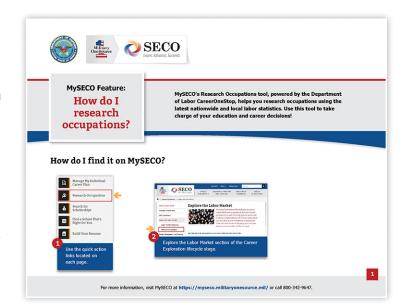
Synopsis: This info sheet explains how to use the Research Occupations tool, powered by Department of Labor CareerOneStop, to research occupations using the latest nationwide and local labor statistics.

Number of pages: 2

Date published: June 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_Basics/How-do-I-research-occupations.pdf



#### How do I build my resume?

Synopsis: This info sheet provides step-by-step instructions on locating the Resume Builder and using the tool to create a well-prepared resume.

Number of pages: 2

Date published: June 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_Basics/How-do-I-build-my-resume.pdf



### How do I access MySECO using DS Logon?

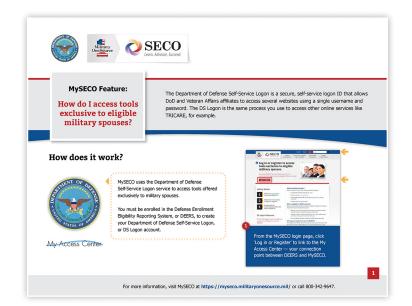
Synopsis: This info sheet provides detailed instructions regarding eligibility requirements for obtaining a DS Logon account, the steps to take to obtain a DS Logon account, logging in with a DS Logon and associating a MySECO account with other DS Logon accounts.

Number of pages: 3

Date published: June 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/ MySECO\_Basics/How-do-I-access-MySECOusing-DS-Logon.pdf



#### How do I import my LinkedIn profile?

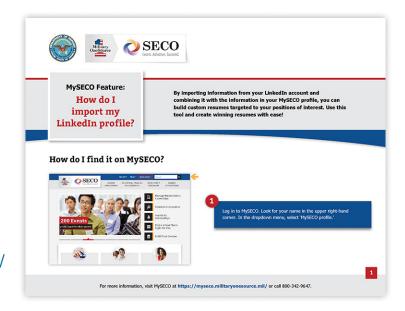
Synopsis: This info sheet highlights the benefits of importing the spouse's LinkedIn profile and merging it with his or her MySECO profile. The info sheet also provides systematic instructions on how to combine the two profiles from the MySECO profile page.

Number of pages: 2

Date published: June 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MySECO\_Basics/How-do-I-import-my-LinkedIn-profile.pdf





### **Education, Training and Licensing**

The Education, Training and Licensing bundle spotlights the My Career Advancement Account Scholarship, which provides up to \$4,000 of tuition assistance for eligible spouses to meet their education, licensing or certification goals. The bundle offers information on navigating the MyCAA Scholarship and avoiding pitfalls so eligible military spouses can receive funding for education and licensing to jumpstart their careers. Once the education program is completed, spouses can then take advantage of MSEP services to find mentors and job opportunities!

Spouses of active-duty service members in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 on Title 10 military orders are eligible for the scholarship.

#### **Education, Training and Licensing Bundle**

- 1. My Career Advancement Account Scholarship Helping Spouses Reach Career Goals (Fact Sheet)
- 2. How to Avoid Common Pitfalls with MyCAA (Info Sheet)
- 3. Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success (Flier)
- 4. Military Spouse Employment Partnership Seek a Mentor (Info Sheet)

#### My Career Advancement Account Scholarship — Helping Spouses Reach Career Goals

Synopsis: This fact sheet highlights fast facts about the benefits of the MyCAA Scholarship and basic program criteria, such as eligibility requirements or the types of education and training programs MyCAA will or will not pay for, and provides information on establishing a MyCAA Account.

Number of pages: 3

Date published: June 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/ETL/MyCAA-Helping-Spouses-Reach-Career-Goals.pdf



#### **How to Avoid Common Pitfalls with MyCAA**

Synopsis: This info sheet provides a listing of suggestion to help MyCAA Account holders avoid common MyCAA Scholarship setbacks. Learn what to do or not do to keep tuition assistance accounts updated and funds available for education advancement or what to do if a school is not MyCAA approved.

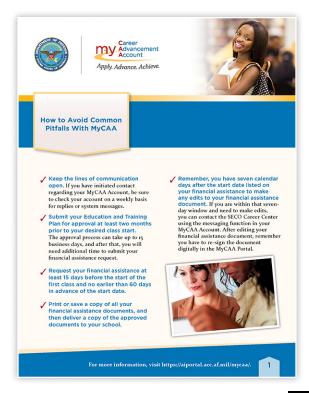
Number of pages: 3

Date published: June 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/ETL/How-to-Avoid-

Common-Pitfalls-with-MyCAA.pdf



## The Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success

Synopsis: This info sheet offers navigation instructions for the MSEP job search tool including searching and filtering results by company, job title, location and date posted. The portal connects spouses directly to MSEP companies and organizations that have committed to recruit, hire, promote and retain military spouses.

Number of pages: 2

Date published: August 2013

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/ETL/MSEP-Career-Portal-Your-Key-to-Job-Search-Success.pdf



### Military Spouse Employment Partnership — Seek a Mentor

Synopsis: This info sheet highlights the different ways military spouses can benefit from having a mentor. Mentors share experiences and advice on topics such as employment searches, occupations and career paths for military spouses. How to connect with a mentor is also addressed.

Number of pages: 2

Date published: August 2013

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/ Default/Collaterals Catalog/ETL/MSEP-Seek-a-Mentor.pdf





### **Employment Readiness**

The Employment Readiness bundle provides information to support spouses as they prepare to join or re-enter the workforce. The bundle focuses on the job search, with tips to assist spouses in navigating the process and understanding information about benefits, a key component in the decision to accept a job. Other tools include instructions for navigating the Military Spouse Employment Partnership Career Portal, network assistance, and transition and caregiver support.

#### **Employment Readiness Bundle**

- 1. Finding and Understanding Employee Benefits (Info Sheet)
- 2. Understanding the Job Search Process (Info Sheet)
- 3. Job Search Quick Tips (Info Sheet)
- 4. The Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success (Flier)
- 5. Spouse Ambassador Network (Fact Sheet)
- 6. SECO Support for Transitioning Spouses (Info Sheet)
- 7. SECO Support for Caregivers (Info Sheet)

#### Finding and Understanding Employee Benefits

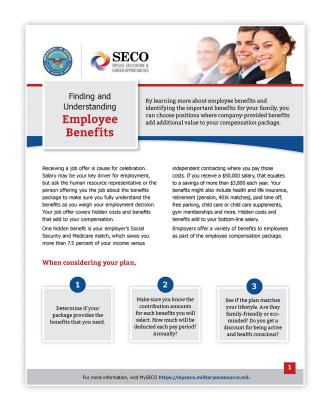
Synopsis: This info sheet discusses common benefits information including paid time off, health insurance, short-term and long-term disability and life insurance, retirement plans, tuition assistance and reimbursement programs, telecommuting and non-monetary benefits. Benefits are an important part of a job offer package and understanding them will allow spouses to make the best decision about a job offer.

Number of pages: 3

Date published: April 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/Finding-and-Understanding-Employee-Benefits.pdf



#### **Understanding the Job Search Process**

Synopsis: This info sheet highlights the importance of understanding the unique challenges military spouses may face in their job search and offers suggestions for a successful job search.

Number of pages: 3

Date published: April 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/Understanding-the-Job-Search-Process.pdf



#### **Job Search Quick Tips**

Synopsis: This info sheet outlines success strategies for developing a strong resume and provides information on the importance of networking, updating social network information and creating a consistent, personal brand to advance a job search.

Number of pages: 2

Date published: April 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/Job-Search-Quick-Tips.pdf



## The Military Spouse Employment Partnership Career Portal: Your Key to Job Search Success

Synopsis: This info sheet offers navigation instructions for the MSEP job search tool including searching and filtering results by company, job title, location and date posted. The portal connects spouses directly to MSEP companies and organizations that have committed to recruit, hire, promote and retain military spouses.

Number of pages: 2

Date published: August 2013

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/MSEP-Career-Portal-Your-Key-to-Job-Search-

Success.pdf



#### **Spouse Ambassador Network**

Synopsis: This fact sheet provides a general overview of the Spouse Ambassador Network, key highlights, a snapshot of the MSEP partners involved and resources to find out more.

Number of pages: 2

Date published: February 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/

Spouse-Ambassador-Network.pdf



#### **SECO Support for Transitioning Spouses**

Synopsis: This info sheet outlines how the SECO program supports a military spouse when it is time to transition from military life. It provides spouses with the information, tools and resources for career exploration, education, training and licensing, employment readiness and career connections before and up to 180 days after separation.

Number of pages: 2

Date published: September 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/SECO-Support-for-Transitioning-Spouses.pdf



#### **SECO Support for Caregivers**

Synopsis: This info sheet outlines how the SECO program offers comprehensive information, tools and resources to assist spouses in balancing caregiving responsibilities with career and education pursuits.

Number of pages: 2

Date published: September 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/EMP\_Readiness/

SECO-Support-for-Caregivers.pdf





### **Career Connections**

The Career Connections bundle provides information about the Military Spouse Employment Partnership, an employment and career partnership connecting military spouses with more than 260 partner employers that have committed to recruit, hire, promote and retain military spouses in portable careers. The Military Spouse Employment Partnership assists military spouses in finding employment, building on their education and experience, and achieving their career and personal goals.

#### **Career Connections Bundle**

- 1. Community-Collaboration-Careers: MSEP Enduring Partner Booklet (Booklet)
- 2. Community-Collaboration-Careers: MSEP Potential Partner Booklet (Booklet)
- 3. Military Spouse Employment Partnership Connecting Talented Military Spouses to Committed Employers (Fact Sheet)
- 4. MSEP Partner Commitments and Expectations (Info Sheet)
- 5. Why Hire a Military Spouse? (Info Sheet)
- 6. How to get Started Application Process (Info Sheet)
- 7. The Benefits of Being an MSEP Partner (Info Sheet)

#### Community-Collaboration-Careers: MSEP Enduring Partner Booklet

Synopsis: This booklet provides an overview of the partnership highlighting the origins and successes. It provides insights from partners and spouses on why MSEP works for them and offers background on the partners such as industry sectors represented and a list of MSEP partner companies.

Number of pages: 16

Date published: August 2014

Type: Booklet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/MSEP-Enduring-Partner-Booklet.pdf



### Community-Collaboration-Careers: MSEP Potential Partner Booklet

Synopsis: This booklet offers a comprehensive look at what it takes to become an MSEP partner. It explains how MSEP connects talented military spouses to committed employers, the business case for hiring a military spouse, partner commitments and expectations, the benefits to becoming a MSEP partner and how to get started.

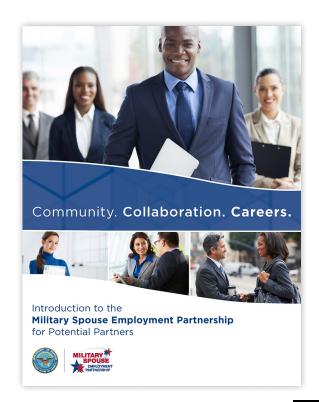
Number of pages: 20

Date published: August 2014

Type: Booklet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/Community-Collaboration-Careers-

MSEP-Potential-Partner-Booklet.pdf



## Military Spouse Employment Partnership — Connecting Talented Military Spouses to Committed Employers

Synopsis: This fact sheet highlights the value of MSEP for spouses and partners alike. Partners gain access to valuable talent, convenient solutions for connecting with spouses, as well as recognition, networking and partner development opportunities. Spouses use MSEP to find and maintain meaningful employment and can stay connected to opportunities via social media.

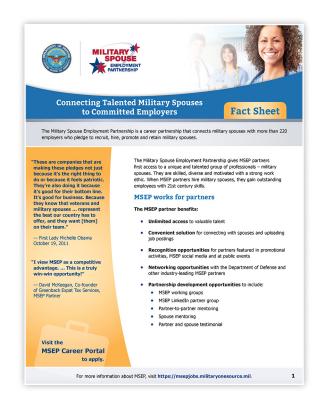
Number of pages: 2

Date published: February 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/MSEP-Connecting-Talented-Military-

Spouses-to-Committed-Employers.pdf



### MSEP Partner Commitments and Expectations

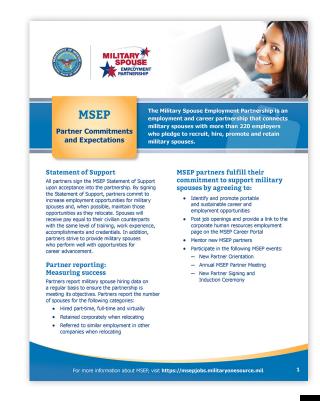
Synopsis: This info sheet outlines information potential MSEP partners should understand about joining MSEP including basic commitments to recruit, hire, retain and promote military spouses, opportunities to participate in networking and DoD-level working groups and the importance of reporting hiring success.

Number of pages: 2

Date published: February 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/MSEP-Partner-Commitments-and-Expectations.pdf



#### Why Hire a Military Spouse?

Synopsis: This info sheet highlights the intrinsic organizational benefits of hiring military spouses and how businesses can support military families while increasing the workforce and strengthening their overall business.

Number of pages: 2

Date published: February 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/Why-Hire-a-Military-Spouse.pdf



### How to Get Started — Application Process

Synopsis: This info sheet highlights the basic eligibility requirements, application and vetting process and the application data checklist for companies interested in becoming a partner with the Military Spouse Employment Partnership.

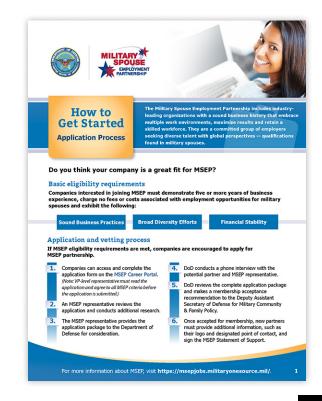
Number of pages: 2

Date published: February 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/How-to-Get-Started-Application-

Process.pdf



#### The Benefits of Being an MSEP Partner

Synopsis: This info sheet outlines the benefits of being an MSEP partner – from talent acquisition and networking with other partners and the military support community to building brand recognition and reputation through an affiliation with the DoD community.

Number of pages: 1

Date published: September 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/Career\_ Connections/MSEP-Benefits-of-Being-a-Partner.pdf





### Spouse Education and Career Opportunities Program Materials for Outreach

The SECO Program Materials for Outreach bundle provides information on the comprehensive suite of programs and services offered through SECO. It highlights information on eligibility, services and access, as well as where to find more information. These products are provided to support SECO outreach and promotion efforts.

#### **SECO Program Materials for Outreach Bundle**

- 1. What is SECO? U.S. Army (Flier)
- 2. What is SECO? U.S. Marine Corps (Flier)
- 3. What is SECO? U.S. Navy (Flier)
- 4. What is SECO? U.S. Air Force (Flier)
- 5. Social Media Summary (Flier)
- 6. SECO Advertisement (Image)
- 7. SECO Two-pocket Folder (Folder)
- 8. SECO Outreach Card (Card)
- 9. Spouse Education and Career Opportunities Learn Advance Succeed (Poster)

#### What is SECO? U.S. Army

Synopsis: This flier highlights the SECO programs and services that support the SECO career lifecycle: career exploration, education, training and licensing, employment readiness and career connections. Branded for Army installations, the flier also spotlights program access and eligibility and allows customized contact information.

Number of pages: 1

Date published: May 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/ Media/Default/Collaterals\_Catalog/Outreach\_Materials/

What-is-SECO-US-Army.pdf



#### What is SECO? U.S. Marine Corps

Synopsis: This flier highlights the SECO programs and services that support the SECO career lifecycle: career exploration, education, training and licensing, employment readiness and career connections. Branded for Marine Corps installations, the flier also spotlights program access and eligibility and allows customized contact information.

Number of pages: 1

Date published: May 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Outreach\_Materials/What-is-SECO-US-Marine-Corps.pdf



#### What is SECO? U.S. Navy

Synopsis: This flier highlights the SECO programs and services that support the SECO career lifecycle: career exploration, education, training and licensing, employment readiness and career connections. Branded for Navy installations, the flier also spotlights program access and eligibility and allows customized contact information.

Number of pages: 1

Date published: May 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/ Media/Default/Collaterals\_Catalog/Outreach\_Materials/

What-is-SECO-US-Navy.pdf



#### What is SECO? U.S. Air Force

Synopsis: This flier highlights the SECO programs and services that support the SECO career lifecycle: career exploration, education, training and licensing, employment readiness and career connections. Branded for Air Force installations, the flier also spotlights program access and eligibility and allows customized contact information.

Number of pages: 1

Date published: May 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Outreach\_Materials/What-is-SECO-US-Air-Force.pdf



#### SECO PROGRAM MATERIALS FOR OUTREACH | SECO Outreach Catalog

#### **Social Media Summary**

Synopsis: This flier provides information on the role social media plays in connecting information, people and opportunities and offers ready-to-use Facebook and Twitter posts to promote the SECO program.

Number of pages: 2

Date published: August 2013

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals Catalog/Outreach Materials/

Social-Media-Summary.pdf



#### **SECO Advertisement**

Synopsis: This image file can be easily dropped into print products or linked within websites and used in any marketing or outreach efforts to promote the SECO program.

Date published: July 2013

Type: Image

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Outreach\_Materials/SECO-Advertisement.pdf



#### **SECO Two-pocket Folder**

Synopsis: This SECO-branded two-pocket folder spotlights key program information and how to access services. It can be used to organize and share installation and SECO program printed materials.

Date published: September 2014

Type: Two-pocket folder

URL: https://myseco.militaryonesource.mil/ Portal/Media/Default/Collaterals\_Catalog/ Outreach\_Materials/SECO-two-pocket-folder-

Spec-Sheet.pdf



#### **SECO Outreach Card**

Synopsis: This outreach card provides a brief summary of the main programs and services within SECO — MyCAA Scholarship, MSEP, SECO Career Center and the MySECO website. Website URLs, quick response codes and contact phone numbers are included so spouses can connect quickly and easily to available program services.

Date published: September 2014

Type: Card

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Outreach\_Materials/SECO-Outreach-Card-Spec-Sheet.pdf



#### Spouse Education and Career Opportunities — Learn — Advance — Succeed

Synopsis: This poster spotlights key program information. A high-impact visual product, it can be used in on-installation locations spouses frequent most often such as the commissary, retail stores, recreation facilities and family centers.

Date published: October 2014

Type: Poster

URL: https://myseco.militaryonesource.mil/Portal/ Media/Default/Collaterals\_Catalog/Outreach\_ Materials/Spouse-Education-and-Career-Opportunities-Learn-Advance-Succeed.pdf





# My Career Advancement Account Scholarship Materials for Schools

The MyCAA Scholarship Materials for Schools bundle provides information on the MyCAA Scholarship, a workforce development program that provides tuition assistance to eligible military spouses. Accredited, military-friendly schools assist military spouses in taking advantage of the MyCAA Scholarship by offering training programs leading to a certificate or associate degree in portable fields of study. The MyCAA approved schools support spouses by extending the Servicemembers Opportunity Colleges Military Student Bill of Rights.

#### **MyCAA Scholarship Materials for Schools Bundle**

- 1. Want to be a MyCAA School? (Flier)
- 2. Introduction to MyCAA (Booklet)
- 3. MyCAA New School Orientation Recap (Info Sheet)

#### Want to be a MyCAA School?

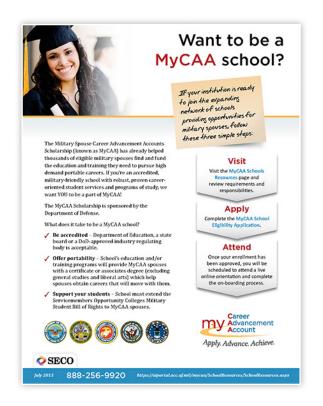
Synopsis: This flier highlights the eligibility requirements for postsecondary institutions who want to join the My Career Advancement Account Scholarship and provides the next steps toward applying.

Number of pages: 1

Date published: April 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MyCAA\_Schools/Want-to-be-a-MyCAA-School.pdf



#### **Introduction to MyCAA**

Synopsis: This booklet highlights the unique challenges military spouses face when trying to pursue their education and advance their careers and provides access to resources available to assist them. The partnership application process is explained for schools and institutions interested in supporting military spouses.

Number of pages: 8

Date published: April 2014

Type: Booklet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MyCAA\_Schools/

Introduction-to-MyCAA.pdf



#### MyCAA — New School Orientation Recap

Synopsis: This info sheet highlights key terms and concepts schools and organizations must become familiar with as new members of the MyCAA Scholarship. The info sheet also provides tips and a checklist for working with the MyCAA team.

Number of pages: 3

Date published: June 2014

Type: Info Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MyCAA\_

Schools/MyCAA-New-School-Orientation-Recap.pdf





### Military Spouse Employment Partnership Program Materials for Partners

The MSEP Program Materials for Partners bundle provides information about practical outreach tools and strategies available to MSEP partners as they recruit, hire, promote and retain military spouses in portable careers. The materials assist partners in furthering their outreach efforts, both within their organizations and through existing MSEP social media channels, as well as with the Spouse Ambassador Network.

#### **MSEP Program Materials for Partners Bundle**

- 1. MSEP Communication Channels (Flier)
- 2. MSEP Spouse Testimonial for Mentoring and Leadership (Form)
- 3. Leading Practices for Identifying and Supporting Military Spouses (Strategy Document)
- 4. MSEP Spouse Testimonial (Form)
- 5. Spouse Ambassador Network (Fact Sheet)
- 6. MSEP partner window cling (Image)

#### **MSEP Communication Channels**

Synopsis: This flier spotlights MSEP communication, social media and online outlets and strategies that enable MSEP partners to increase the reach of their talent recruitment efforts and build their brand as a supporter of the military community.

Number of pages: 1

Date published: October 2014

Type: Flier

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MSEP\_Partners/

MSEP-Communication-Channels.pdf



### MSEP Spouse Testimonial for Mentoring and Leadership

Synopsis: This form is used to collect testimonials from military spouses working for MSEP partners, which can then be shared on MSEP social media sites. Spouses provide insights on what they like best about working for their MSEP employers and advice they would share with other military spouses.

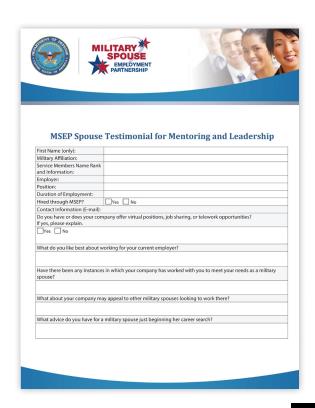
Number of pages: 1

Date published: June 2014

Type: Form

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MSEP\_Partners/MSEP-Spouse-Testimonial-for-Mentoring-and-

Leadership.docx



#### Leading Practices for Identifying and Supporting Military Spouses

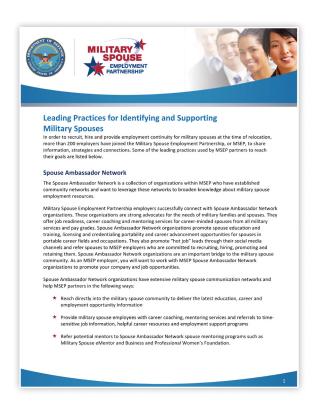
Synopsis: This paper is a collection of leading practices provided by MSEP partners on topics such as strategies for providing employment continuity for military spouse employees and for staying connected. It also spotlights the MSEP LinkedIn group where partners connect and share MSEP leading practices, lessons learned, recruitment strategies, resources and more.

Number of pages: 5

Date published: June 2014

Type: Strategy document

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MSEP\_Partners/Leading-Practices-for-Identifying-and-Supporting-Military-Spouses.docx



### Military Spouse Employment Partnership Spouse Testimonial

Synopsis: This form is used to collect testimonials from military spouses working for MSEP partners, which can then be shared on MSEP social media sites. Spouses provide insights on what they like best about working for their MSEP employers and advice they would share with other military spouses.

Number of pages: 1

Date published: June 2014

Type: Form

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/MSEP\_Partners/

MSEP-Spouse-Testimonial.docx



#### **Spouse Ambassador Network**

Synopsis: This fact sheet provides a general overview of the Spouse Ambassador Network, key highlights, a snapshot of the MSEP partners involved and resources to find out more.

Number of pages: 2

Date published: February 2014

Type: Fact Sheet

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals Catalog/MSEP Partners/

Spouse-Ambassador-Network.pdf



#### MSEP partner window cling

Synopsis: This decal is provided to all MSEP partners to place in windows and doorways of corporate offices and human resources offices or where military spouses may see it.

Date published: September 2014

Type: Image

URL: https://myseco.militaryonesource.mil/Portal/Media/Default/Collaterals\_Catalog/Program\_Overview/MSEP-window-cling-Spec-Sheet.pdf





The Department of Defense Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit MySECO https://myseco.militaryonesource.mil or call to speak to a certified SECO Career Counselor at 800-342-9647.